

CHAPTER 1 ADMINISTRATIVE PROCEDURES

1-1. PUBLICATIONS AND BLANK FORMS MANAGEMENT (CAPR 5-4) The Director of Administration, Administrative Officer, or Information Management Officer is responsible for managing the maintenance of the unit book of regulations and pamphlets, and forms files.

a. Glossary

1. **Civil Air Patrol Regulations** establish the rules under which all units within CAP will operate. Wing Supplements to the CAP Regulations are used to enhance the basic regulations and outline areas that may be unique to a specific wing. A Wing supplement may not lower the requirements of the basic regulation.
2. **Civil Air Patrol Manuals** establish operational procedures in performing certain functions within CAP. Wing Supplements to the CAP Manuals are used to enhance the basic manuals and outline areas that may be unique to a specific wing. A Wing supplement may not lower the requirements of the basic manual.
3. **Civil Air Patrol Pamphlets** are informational publications that have taken the place of many of the CAP Manuals.
4. **Civil Air Patrol Forms** are used to standardize specific procedures when providing data and reports. Wing forms perform the same function at the Wing or unit level providing data not needed by National.

b. CAP Regulations. The official unit set should be made available to all current members of the unit. It is the responsibility of the unit commander, CAPR 5-4, Para. 2a, or an appointed individual to spot check the regulations at least every six months.

1. Compare the publications on hand with the current index, CAPR 0-2.
 - (a) If the publication is current, place a plus sign (+) to the left of the number.
 - (b) If the publication is missing or not current (the publication date is earlier than the date in the current index.), place a minus (-) to the left of the number. If the publication is missing or out of date it must be replaced. Annotate the front of the outdated publication as obsolete, but do not replace until the new publication becomes available.
- (1) Updated publications will be issued in the National monthly mailing or may be downloaded from CAP e-Services on the CAPNHQ Web Site at <http://www.cap.gov>.

- (2) Replacements for damaged or stolen publications may be downloaded from CAP e-Services on the CAPNHQ Web Site at <http://www.cap.gov/>.

- (c) A notation of the semi annual command review should be annotated on the front of the current CAPR 0-2.

NOTE: Even though a semi annual review is required, it would be a good practice to annotate a review when each new index is inserted.

- c. **Colorado Wing Supplements to CAP Regulations and Manuals.** Colorado Wing has supplemented a number of the CAP Regulations and Manuals. Those regulations that have been supplemented are listed in the COWG Supplement to CAPR 0-2. The COWG Supplement to CAPR 0-2 can be requested from the COWG/DA or downloaded from the Colorado Wing Web Site at coloradowingcap.org.
 - 1. The COWG Supplement to CAPR 0-2 will be inserted behind the CAPR 0-2 index. It should also be annotated in the same manner as CAP regulations. It is not required that each unit maintain all Wing supplements. i.e., A cadet squadron is not required to maintain Operations type supplements.
 - 2. Compare the publications on hand with the current index, CAPR 0-2.
 - (a) If the publication is current, place a plus sign (+) to the left of the number.
 - (b) If the publication is missing or not current (the publication date is earlier than the date in the current index.), place a minus (-) to the left of the number. If the publication is missing or out of date it must be replaced.
 - (1) Updated publications will be issued in the Wing monthly mailing or downloaded from the Colorado Wing Web Site at coloradowingcap.org.
 - (2) Damaged or stolen Wing publications may be ordered from COWG/DA or downloaded from the Colorado Wing Web Site at coloradowingcap.org.
 - (c) A notation of the semi annual command review should be annotated on the front of the current COWGR 0-2.
- d. **Unit Supplements to CAP Regulations.** If a unit feels the need to supplement a CAP Regulation it must adhere the following procedures:
 - 1. The unit regulation must be reviewed and approved by the wing directorate (OPR) overseeing the area of concern.

2. A unit supplement to CAPR 0-2 must be created.
 3. The regulation must conform to the Attachment 1, in CAPR 5-4.
- e. **Civil Air Patrol Forms.** CAP forms are normally distributed by National Headquarters or ordered using a CAPF 8. Most of the forms are also available for download from the internet at <http://www.cap.gov>. Your administrative officer must get access to the automatic order form, CAPF 8, from your unit Web Security Administrator (WSA). Using an obsolete form may delay processing and could be returned for reaccomplishment. On activity requests, the delay may cause non selection.

NOTE: The “Previous editions may be used” annotation at the bottom of the form is used when all the data required is available on the old form.

NOTE: The “Previous edition is obsolete” annotation at the bottom of the form is used when new data is required that is not available on the old form.

1. Each Administrative section will establish a file of CAP forms.
2. The forms in the file will be compared against CAPR 0-9 at least semi annually in the same manner as the publications.
3. Outdated forms should be removed if the new form indicates that “Previous editions are obsolete.
4. If the new form indicates that “Previous editions may be used”, place the new forms to the rear.

NOTE: Ensure that the old form is not reproduced.

- f. **Colorado Wing Forms.** Colorado Wing forms are provided when additional information is required that is not called for on a CAP form. If a unit determines that a form is required that would apply to other wing units, contact COWG/DA for wing approval. When a form is designed and published it’s use must be described in a Wing Supplement or this handbook.
1. Each Administrative section will establish a file of COWG forms needed by the unit.
 2. The forms in the file will be compared against COWGR 0-9 at least semi annually in the same manner as the publications.
 3. Outdated forms should be removed if the new form indicates that “Previous editions are obsolete.

4. If the new form indicates that "Previous editions may be used", place the new forms to the rear.

NOTE: Ensure that the old form is not reproduced.

1-2. PREPARING AND PROCESSING CORRESPONDENCE (CAPR 10-1). Personnel responsible for initiating Civil Air Patrol correspondence must adhere to the provisions of CAPR 10-1. Correspondence between CAP members and units must follow uniform guidelines.

NOTE: It is critical that all correspondence meets the criteria of good military style. Use of AFH 33-337 "Tongue and Quill", available for download from <http://www.cap.gov>, is highly recommended.

- a. **Style of correspondence authorized.** CAPR 10-1 provides samples of the following styles.
 1. **Memorandum-Style Letter.** Memorandum-Style Letter stationery is used for correspondence and memos between CAP members, staff officers, and commanders. It uses the "MEMORANDUM FOR:", "FROM", and "SUBJECT" lines at the left, near the top of the page. The date appears on the right side of the page, 10 lines from top of page. (See Figure 1-1)
 2. **Business-Style Letter.** Business-Style Letter stationery is used for letters to organizations outside CAP and for formal letter to CAP members. (See Figure 1-2).
- b. **Style of Letterhead.** CAPR 10-1, Attachment 1 outlines the format for units' stationery. Effective 1 Jan 2000 all units subordinate to COWG Headquarters were required to bring their stationery into compliance with CAPR 10-1 and this section. No improperly formatted stationery will be used.

1. The letterhead must include:

- (a) Unit designation .
- (b) Civil Air Patrol
- (c) United States Air Force Auxiliary
- (d) Geographic location

2. Sample Letterhead

Unit Designation
CIVIL AIR PATROL
United States Air Force Auxiliary
P.O. Box 1234
Denver CO 80220-1234

NOTE: Do not put a comma after the city unless the state is spelled out.

c. **Correspondence to Military Activities.**

1. **NO CAP UNIT MAY CORRESPOND DIRECTLY WITH ANY MILITARY ACTIVITY.** ONLY HQ CAP-USAF, USAF-CAP Liaison Region, and USAF-CAP Offices may correspond directly with a military activity, and all such correspondence shall have an information copy forwarded to COWG/DA. It would be preferred that all correspondence requiring COWG State Director action be submitted through channels, for the Wing Commander's approval, prior to submission to COWG State Director. Delay will be encountered when correspondence sent directly to COWG State Director is returned to COWG/CC for review and approval.
2. Submit original and at least one copy of correspondence requiring State Director office assistance to COWG/DA.

1-3. FILES MAINTENANCE AND RECORDS DISPOSITION (CAPR 10-2). The unit administrative officer will implement and ensure compliance with this program at the beginning of each calendar year.

- a. **File Plan. (See Figure 1, CAPR 10-2)** The file plan should be set up to meet the requirements of the unit. It is not necessary to have redundant files or files that will not be used. Usually an inventory of the previous years files will indicate what files are required. The file plan does not have to be reinitiated at the beginning of the year unless there are changes. The disposition plan should be updated at anytime during the year if the file plan is changed. The file plan is submitted on plain paper, with the name and title of the responsible officer and the date prepared. The following items will be included in the file plan
 1. **Item number.** Each section in the file is sequentially numbered. Items 1- "File Plan" and 2 - "Suspense Control" are required in that sequence.
 2. **Title or Description of Record Series.** Beginning with item 3, the sections can be alphabetical or subjective. Number 3 could be Administration or General Correspondence. There is no specific sequence required.
 3. **Table.** CAPR 10-2, establishes tables that apply to a specific series. Each table is subdivided in rules. Each item in the file plan must point to a table and rule. For example: For administration files Table 1 would be used and the rule would depend on the title.



HEADQUARTERS
CIVIL AIR PATROL MICHIGAN WING
UNITED STATES AIR FORCE AUXILIARY
2525 W. JEFFERSON AVE., SUITE C
TRENTON MI 48183-5000

Note: Two-letter state abbreviation—don't use comma, use comma if state is spelled out.)

(1) (Note: Center left margin at middle of seal)

(2) 2 Apr 98

(3) MEMORANDUM FOR HQ CAP/MSA
ATTENTION: Mr. Miller (4)

(5) FROM: CAP Michigan Wing

(6) SUBJECT: Format for Memorandum-Style Letter (Your Memo, 15 Mar 96)

- (7)(8) 1. Type or stamp the date on the right side of the memorandum 10 lines from the top of the page; about 1 inch from the right margin. (See reference item 2 on page A2-1.)
2. Type the "MEMORANDUM FOR" caption in all caps 4 lines below the date or 14 lines from the top of the page. If you do not use the CAP seal on your computer-generated letterhead or are using plain bond paper, begin the caption approximately 11 lines from the top of the page. (See reference item 3.)
3. Type the "ATTENTION" or "THROUGH" line one line below and align under addressee. (See reference item 4.)
4. Type the "FROM" caption in all caps two lines below the last line of the "MEMORANDUM FOR" caption. The "FROM" caption should contain the full mailing address of the office originating the correspondence unless your letterhead reflects entire address. (See reference item 5.)
5. Type the "SUBJECT" caption in all caps two lines below the last line of the "FROM" caption. (See reference item 6.)
6. Begin typing the text flush with the left margin, two lines below the "SUBJECT" or reference. Number and letter each paragraph and subparagraph. (See reference items 7 and 8.)

(9)

JOHN J. DOE, Major, CAP
Administrative Officer

(10) Attachments

1. _____
2. _____

(11) cc:.....

(12) Distribution:

Note: Use same abbreviation for singular and plural forms of abbreviations, i.e., Attachments 1 and 2 would be "Arch 1 and 2"; paragraphs 1 and 2 would be "para 1 and 2."

Note: Signature element begins three spaces to the right of the centerline.)

Figure 1-1 Memorandum Style Letter

HEADQUARTERS
CIVIL AIR PATROL MICHIGAN WING
UNITED STATES AIR FORCE AUXILIARY
2525 W. JEFFERSON AVE., SUITE C
TRENTON MI 48183-5000

(1) 5 March 1996

(2)

(3) Col John C. Doe, CAP or C/Lt Col John C. Doe, CAP
Allegan Composite Squadron
Bridge Road
Allegan MI 48227-5000

(4) Dear Colonel Doe or Dear Cadet Doe

(5) This is a sample format of the Civil Air Patrol (CAP) business-style letter which will be used for communications with private concerns (praise, condolence, etc.). You may use this type letter for, conducting official CAP business with a person or an organization outside of CAP.

Type or stamp the date 10 lines from the top of the page at fight margin, if the letterhead does not have the complete address of the sender~ then type the return address 4 lines below the date or 14 lines from the top of page at left margin. Type the "to" address three lines below the return address. Type the salutation two lines below the last line of address. Begin typing the body of the letter two lines below the salutation. Do not number paragraphs. Indent all major paragraphs five spaces; indent subparagraphs an additional five spaces.

Type the complimentary close "Sincerely" two lines below the text, three spaces to the right of center. Type the signature element five lines below and flush with the complimentary close.

Type "Attachment(s):" flush with the left margin, 10 lines below the last line of text. Place courtesy copy distribution "cc:" at the left margin, two lines below attachments. If there are no attachments, type "cc:" 10 lines below the last line of text.

(6) Sincerely

(7) JOHN J. DOE, Major, CAP
Administration Officer

(8) Attachments:
1.
2.

(9) cc:
HQ CAP/MSA

Figure 1-2 CAP Business Style Letter

4. **Rule.** CAPR 10-2, establishes a group of rules under each table. The main purpose of the rule is to establish how long a file should be maintained. It will designate a cutoff period such as "no longer needed", "1 Year", "permanent", etc. It will also designate the disposition of the material such as "destroy when no longer needed", "destroy after a specific number of years", "destroy when superseded", etc.
 - b. **File Labels. (See Figure 2, CAPR 10-2)** CAPR 10-2 indicates that a file label is placed on the first folder of a series. Under normal conditions this may be adequate. If there is more than one rule in a series a file label should be placed on the folder where the rule changes. A file label on each folder is authorized.
 - c. **Guide Cards. (See Figure 3, CAPR 10-2)** Guide Cards are used to separate tables (series). The use of guide cards are optional
 - d. **File Drawer Labels.** A file drawer label may be placed on the front of the file drawer identifying the drawer as containing the unit files. The file drawer label would indicate, for example, "CY 2004 Unit Files". If the file drawer label is used it must be up to date.
 - e. **Transitory Material.** Although no longer specified in the regulation, the use of a transitory material file is very helpful. Much of the correspondence received by a unit is time sensitive and expires in 90 days. When it is obvious that a piece of correspondence will actually expire in 90 days it should be placed in the transitory file. The transitory file is designed so that only one month will be in the transitory folder at any given time. For example: You receive a document in March and place it in the transitory file marked MAR-JUL-NOV. On 1 April that folder is placed to the rear of the transitory section and the APR-AUG-DEC will be up front. After 90 days, on 1 July, the MAR-JUL-NOV file will once again reach the front. The March documents should be reviewed for need. If a document still has some value, it can either be left in the folder for an additional 90 days or placed in the body of the files. Discard documents no longer required. The file will then be used to hold July documents for 90 days.
- 1-4. ADMINISTRATIVE AUTHORIZATIONS (CAPR 10-3).** Administrative Authorizations are official, formally published, documents which authorize specific actions. When a commander appoints an individual to a staff or command position or presents an award or rating to a member, a document must be published and distributed to make the action "official". There are two methods for accomplishing these actions. An administrative order for groups of members or a CAPF 2a for an individual. Initially an Administrative order may be accomplished and then amended with a CAPF 2a.

NOTE: If a CAPF 2a is used, it is placed in the members personnel folder and is seldom seen again. If knowledge of the action would be of interest to others, it should be published on a Personnel Authorization.

- a. **PERSONNEL AUTHORIZATIONS.** Each unit is responsible for the publication of personnel authorizations for its unit. These authorizations are used to assign staff positions, positions on boards and committees, and to award local CAP medals, ribbons, and ratings. The applicable regulation governing these actions is CAPR 10-3 "Administrative Authorizations". This regulation provides a sample (Figure 3) of the acceptable format used within the Civil Air Patrol.

1. PROCEDURES

- (a) Type all Personnel Authorizations on unit letterhead stationery. Or, if using a word processing program ensure that the letterhead is properly formatted.
- (b) Personnel Authorizations are sequentially numbered each calendar year. (Sample PA 04-001)
- (c) Making changes or corrections to previously published Personnel Authorizations:
 - (1) by publishing a new Personnel Authorization if a number of changes are being made, using a new sequence number. **Do not** revise and reissue a previously published authorization without assigning a new number and date.
 - (2) by completing a CAPF 2a for an individual authorization.
- (d) Minimize the length of the text.
- (e) All units publish personnel authorizations only for assigned members. Wing and Group Headquarters may publish Personnel Authorizations naming members assigned to their subordinate units.
- (f) Unit Administrative Officers should maintain some type of log to record the sequential number used (See Figure 1-3).

Note: This log does not include Personnel Actions. Personnel Actions logs are maintained by the Personnel Officer.

- (g) Each unit maintains PA files for itself and all subordinate units. Cut off annually, retain for one year then destroy in accordance with CAPR 10-2, "Record and Disposition Instructions", Table 1, Rule 4.
- (h) All Personnel Authorizations **MUST** be signed by the Administrative Officer or the Unit Commander. Only personnel assigned as the Administrative Officer or as Assistant Administrative Officer are authorized to prepare, reproduce and distribute personnel authorizations.

2. APPOINTMENT OF STAFF, BOARDS AND COMMITTEE POSITIONS.

COWG procedures require that the term of office for all subordinate staff members shall be no more than one calendar year. Individuals may be re-appointed at the discretion of the Unit Commander. To document this term of office, each unit will publish a Personnel Authorization annually (on 01 January of each year) relieving all personnel from staff, board and committee assignments. The same personnel may or may not be re-appointed to the now vacant positions. Since this is the first in the series for the calendar year, it will be PA XX-001 (XX signifies the current calendar year, i.e. PA 04-001 is the first authorization published in 2004). The use of 001 or 01 will be determined by the normal number of annual PAs. All staff positions utilized by the unit should be listed on the authorization. Refer to CAP Manual 20-1, "Organization of Civil Air Patrol", for the correct positions and position titles for your unit.

- (a) PA XX-001 - The following staff positions are to be filled by qualified individuals as required by the CAP directive indicated: (See Figure 1-4 for a sample PA). These are the minimum assignments required by all units. Any member, except the commander, may fill more than one position.

- (1) Administrative Officer
- (2) Personnel Officer
- (3) Finance Officer
- (4) Testing Officer
- (5) Safety Officer
- (6) Professional Development Officer

- (b) PA XX-002 - The following boards and committee are required by the CAP directive indicated. The members and numbers indicated are a minimum requirement. (See Figure 1-5 for a sample PA)

- (1) Membership Board - CAPM 39-2, Commander and three unit members.
- (2) Awards and Decorations Board – CAPR 39-3, Personnel Officer and two other unit members.
- (3) Finance Committee – CAPM 173-1, Unit Commander, Administrative Officer and Finance Officer.

NOTE: No two voting members of the Finance Committee may be members of the same household, i.e., husband-wife, brother-sister, parent-child, etc.) Refer to CAPM 173-1.

- (4) In addition, each group headquarters must appoint:

- a Promotion Board - CAPR 35-5, Personnel Officer, Professional Development Officer and at least one other unit member.

- b Grievance Committee - CAPR 123-2, Any member of the unit EXCEPT the Commander and the Inspector.

3. DISTRIBUTION OF PERSONNEL AUTHORIZATIONS.

- (a) Distribution, depending on the originating unit, will be:
 - (1) 2 for individual (1 for member's personal file, 1 for unit (201) file)
 - (2) 1 for Group/DA
 - (3) 1 for COWG/DA
 - (b) Each headquarters shall distribute at least one copy, of each PA produced, to each subordinate unit.
- b. **CAP PARTICIPATION LETTERS (PL) (See CAPR 10-3 Fig. 4 for format).** CAP Participation Letters are documents that verify participation/attendance of CAP members CAP activities. There are no requirements to publish PLs; however, units may publish them to recognize participation in approved unit level activities. It is especially important to publish a PL for speaking engagements and encampments, where the document may be needed for promotion validation. At no time is the use of the word "travel" authorized. Each member is responsible for his/her own travel. Travel Authorizations (TA) and Military Support Authorizations (MSA) are the only documents that can authorize travel and these documents are authorized and MUST be signed by the COWG State Director Office only. CAP units do not and will not publish TAs or MSAs.
- c. **REQUESTS FOR SERVICES FROM THE ARMED FORCES.** All requests for transportation via military aircraft must be submitted in letter format as prescribed in CAPR 76-1. The request must be addressed to the Commander, Colorado Wing, and be submitted through the Group Commander for approval through endorsement or separate letter. Approved requests are sent in duplicate to the COWG/CC, then forwarded to the COWG State Director for review and action.
1. The request will include the following:
 - (a) The anticipated itinerary.
 - (b) What base facilities you anticipate utilizing. (i.e. billeting, messing, surface transportation, etc.).
 - (c) The number of male and female participants.
 - (d) The name and telephone numbers of the Senior Member Escort/Project Officer to be contacted for coordination.

NOTE: Senior Escorts. When cadets are involved, the guidelines specified in CAPM 52-16 must be followed. The requesting unit has the responsibility for providing senior member escorts.

2. **When to request.** All requests must be submitted to reach COWG/CC as far ahead of time as possible. Thirty days prior to the activity is the minimum. Those not following this timeline may be rejected.
 3. **Approved Requests.** Requests approved in CAP channels will be forwarded to the COWG State Director for approval or disapproval. If approved by the COWG State Director, the necessary coordination with the host installation will be performed by that office. When authorized by the COWG State Director, the required authorizations will be prepared for the COWG State Director's signature.
- d. **ACTIVITIES THAT REQUIRE PRIOR AUTHORIZATION.** When CAP personnel plan to visit a military installation and have need to use the base facilities, services and/or military surface transportation, a prior authorization (Military Support Authorization (MSA) is required. Facilities and services include but are not limited to: classrooms, auditoriums, game fields, billeting, messing and exchange privileges.
1. **Military Support Authorization (MSA)** (See CAPR 10-3, Fig. 2 for format). A Military Support Authorization (MSA) is a document approved by an authorized USAF official that verifies a CAP activity as an approved program, eligible for military installation support in accordance with USAF regulations and specifies the type activity, dates, location, and support that has been requested, coordinated and approved by the COWG State Director.
 - (a) **Procedure for request of an MSA.** All requests for an MSA must be submitted in writing to the COWG/CC through the intermediate headquarters. This request must be received at COWG/CC no later than thirty days prior to the activity. The request may be faxed to COWG/CC using the telephone number (303) 677-5009. **Those not received in this timeframe will be REJECTED.**
 - (b) **Preparation of an MSA.** The request must include the following:
 - (1) Location of the Activity
 - (2) Type of activity.
 - (3) Dates and times of activity.
 - (4) Grade, name, CAPSN and hometown/state of personnel attending.
 - (5) Support requested, i.e. facilities, billeting, messing, vehicle transportation, etc.

HEADQUARTERS COLORADO WING CIVIL AIR PATROL
United States Air Force Auxiliary
19210 E. Breckenridge Ave. Stop 33
Buckley ANG Base CO 80011-9525

PERSONNEL AUTHORIZATION
NO. 99-01

1 JANUARY 1999

1. Effective this date all personnel assigned to staff positions, Headquarters, Colorado Wing, are relieved. Under the provisions of CAPM 20-1 and CAPR 35-1, the following personnel are assigned duties as indicated, Headquarters Colorado Wing. All appointments expire not later than 31 January 2000.

- | | | | |
|-------------------------------------|------|------|-------|
| a. COMMAND SECTION (CX) | | | |
| Duty | Rank | Name | CAPSN |
| b. ADMINISTRATION SECTION (DA) | | | |
| Duty | Rank | Name | CAPSN |
| c. AEROSPACE EDUCATION SECTION (ET) | | | |
| d. CADET PROGRAMS SECTION (CP) | | | |
| e. CHAPLAIN SECTION (HC) | | | |
| f. COMMUNICATIONS SECTION (DC) | | | |
| g. FINANCE SECTION (FM) | | | |
| h. PUBLIC AFFAIRS SECTION (PA) | | | |
| i. LEGAL SECTION (JA) | | | |
| j. LOGISTIC SECTION (LG) | | | |

Figure 1-4. Sample of Personnel Authorization for Staff Assignments

- k. OPERATIONS SECTION (DO)
- l. EMERGENCY SERVICES (DOS)
- m. INSPECTION SECTION (IG)
- n. PERSONNEL SECTION (DP)
- o. SAFETY SECTION (SE)
- p. SENIOR PROGRAM SECTION (SP)
- q. MEDICAL SECTION (SO)

2. Effective this date all personnel currently assigned as Group Commanders are relieved. Under the provisions of CAPR 20-1 and CAPM 35-1, the following named personnel are assigned as indicated below:

- | a. Commander, Group # | Name | CAPSN |
|-----------------------|------|-------|
| b. Commander, Group # | | |
| c. Commander, Group # | | |
| d. Commander, Group # | | |
| e. Commander, Group # | | |

NAME, Rank, CAP
Director of Administration

Distr: 1 ea. Individual
1 ea Indiv. 201 File
1 ea Unit
1 ea Hq COWG/MSI
1 ea Grp Hq

Figure 1-4. Sample of Personnel Authorization for Staff Assignments (Continued)

PERSONNEL AUTHORIZATION
NUMBER 99-02

1 JANUARY 1999

1. Effective this date, all personnel assigned to Colorado Wing Boards are relieved without prejudice. Under the provisions of applicable directives and the CAP Bylaws, the following personnel are appointed to serve as Board Members as indicated. All appointments expire no later than 31 January 2000.

- | | | | |
|-------------------------------------------|-------------|-------|-------|
| a. UNIT MEMBERSHIP BOARD (CAPM 39-2) | | | |
| Chairperson | Name & Rank | CAPSN | |
| Vice Chairperson | " | " | |
| Member | " | " | |
| b. AWARDS & DECORATIONS BOARD (CAPR 39-3) | | | |
| Personnel Officer | Name & Rank | CAPSN | |
| Vice Chairperson | " | " | |
| Member | " | " | |
| c. FINANCE COMMITTEE (CAPM 173-1) | | | |
| Commander | Name & Rank | CAPSN | |
| Finance Officer | " | " | |
| Administrative Officer/Recorder | " | " | |
| Member (*No Limit) | " | " | |
| d. UNIT PROMOTION BOARD (CAPR 35-5) | | | |
| Personnel Officer | Name & Rank | | CAPSN |
| Senior Programs Officer | " | " | |
| Member | " | " | |
| | " | | |

NAME, Rank, CAP
Administrative Officer

Dist: 1 ea. Individual
1 ea. Ind. 201 File
1 ea. Unit/Gp/COWG/DA

Figure 1-5 Sample of Format for Board & Committee Appointment

NOTE: The name of the individual must be as listed on the National Headquarters database. Check the member's CAP ID card for expiration date. Hometown is the city and state where the individual lives.

(c) **Activities that DO NOT require an MSA.** The following CAP activities do not require an MSA:

- (1) Routine business meetings on host bases where billeting, messing, or transportation support are not used.
- (2) Trips to the base exchange/clothing stores to purchase uniform items.

1-5. ORGANIZATIONAL ACTIONS. Organizational actions are those administrative actions which deal with the status of a unit. All organizational actions are accomplished using CAPF 27. Submit the CAPF in original plus three copies to COWG/DP.

a. **REQUEST FOR ACTIVATION OF A NEW CAP UNIT.** Individuals interested in organizing a CAP unit will forward a request, by letter, to Headquarters COWG/CC. Attached to the request will be a favorable endorsement by the group commander responsible for the area in which the proposed unit will be located.

1. The request **MUST** include the following information:

- (a) A statement that a sufficient number of individuals are interested in joining to warrant organization of a squadron. CAPR 20-3, establishes the following minimum requirements.
- (b) A brief description of the selected commander's qualifications.
- (c) A proposed name for the unit. Unit names must include the following elements:
 - (1) Identifying prefix - a short identifier, preferably associated with location (example: Shamrock, Dayton, Hot Springs, Midville, etc.). **DO NOT** use names such as "Black Sheep," "Flying Tigers," etc., or terms descriptive of major functions such as "Communications," "Jeep," or "Rescue," etc.
 - (2) Type of unit (group, cadet squadron, senior squadron, composite squadron, or flight).
 - (3) If the unit is to be named for an individual, the unit must obtain the individual's permission prior to submitting the charter application. If the individual is deceased, permission will be obtained from the nearest living relative. A statement will be typed on the reverse side of the CAPF 27 indicating that permission has been obtained.

- (4) In addition to the above, the sponsoring organization (if applicable) and a numerical suffix (if needed because of similarity of names) are permitted. Examples of acceptable names are: "Red Oak Composite Squadron," "Midvale Flight", "Miami Senior Squadron No. 2," "Manhattan Group IV," and "Bay City Optimist Cadet Squadron."

NOTE: National Headquarters will edit names that are too long and/or contain undesirable elements.

- (d) The mailing address of the unit that should include a post office box number.

NOTE: The mailing address of the proposed unit: This may initially be the proposed commander's home address, but a Post Office Box will be obtained within 90 days after the unit is established. The commander, Administrative Officer and Finance Officer must have access to the Post Office Box.

- (e) The name of the organization sponsoring the squadron, if any.
 - (f) The date, time, and location of unit meetings and description of available facilities (if known).
 - (g) A list of prospective members, indicating which individuals will be seniors, which will be cadets, and which will be incoming transfers
- (1) Activation of a squadron requires 15 members. At least three must be senior members.
 - (2) Activation of a flight requires eight members. At least three must be senior members.

NOTE: CAPFs 12, Application for Senior Membership in CAP, and CAPF 15, Application for Cadet Membership in CAP, for new members and CAPFs 2a, Request for and Approval of Personnel Actions, for incoming transfers should be submitted with the CAPF 27 requesting the charter.

NOTE: Incoming transfers count toward the minimum requirements.

- b. **REQUEST FOR UNIT CHARTER.** Upon approval, by the Wing Commander, of the request described above, a CAPF 27 will be prepared by the proposed unit in four copies, signed by the new commander, and forwarded to COWG/DP. Perform the following actions:

1. Procedures

- (a) Initiate a CAPF 12 or CAPF 15 for each new member and a CAPF 2a for each incoming transfer. These indications, that there will be sufficient membership to activate a unit, will be submitted with the CAPF 27.

- (b) Complete the blocks labeled "Wing", "Effective Date of Action" and "Group Assigned". Leave the "Charter Number" blank--this will be assigned by COWG/DP.
- (c) Enter the "Unit Name" in the block at the top left, check the block in Section III "Activation", and then complete all of the blocks 1 through 7 on the right side of the form.
- (d) The unit commander MUST sign the statement in Section III, "Activation", on all copies, when requesting a new unit charter only.
- (e) If the unit is named after an individual, ensure that the authorization documentation described in Para 9-2d3 is attached.
- (f) The unit commander will sign the statement contained in Section I of CAPF 27 concerning Federal Income Tax exemption.
- (g) A charter fee of \$20, reference CAPR 20-3, paragraph 5g will be by check made payable to National Headquarters, CAP.

2. Actions upon approval.

- (a) A copy of the approved CAPF 27 will be returned to the unit through the intermediate Headquarters.
- (b) New member applications will be processed in accordance with Chapter 2 of this handbook.

NOTE: No unit is authorized to open a bank account until the charter is received from National Headquarters. (See CAPM 173-1 for requirements).

NOTE: Have the unit Web Security Administrator (WSA) update the "Organizational Contact" page of the National Database.

- c. **DEACTIVATION OF A UNIT.** The deactivation of a unit will be accomplished by the unit commander or the group commander, by submitting a CAPF 27, prepared in original and three copies to Headquarters COWG/DP.

1. Procedures.

- (a) Complete Section IV and enter the Charter Number where remaining members are to be transferred. If members are being transferred to more than one unit, provide a list of the members by unit. If no choice is stated, transfer of all members will be to RMR-CO-000 until further assignments or requests for transfer are submitted.
- (b) The following actions **MUST** be accomplished.
 - (1) Outline the reason for deactivation on the reverse side of the CAPF 27.
 - (2) The group commander is responsible for the following items which are to accompany the request for deactivation submitted to Headquarters Colorado Wing:

- a The Group Logistics Officer will submit a verified copy of the deactivated unit's current equipment inventory, along with properly completed CAPFs 37, "Shipping and Receiving Document", transferring the unit's inventory to group headquarters, or other units as directed by the group commander. The completed package will be forwarded to the Wing Director of Logistics.
 - b The Group Finance Officer will forward a closing CAPF 173-1, Financial Record for Units Below wing Level", for the deactivated unit to the Wing Finance Officer. All funds remaining in the unit account will be forwarded, by Group Headquarters check to Colorado Wing. These funds will be returned to the Group Headquarters after completion of an audit of the financial records. Deductions will be made for any amounts owed by the deactivated unit that must be paid by wing.
- d. **CHANGES TO THE STATUS OF A UNIT.** Changes to the status of a unit are made utilizing CAPF 27 prepared in original and three copies. Changes to more than one item may be reported on the same CAPF 27.

1. Status Items.

- (a) Redesignation of a unit.
- (b) Relocation of a unit.
- (c) Change of the unit mailing address.
- (d) Change of command.
- (e) Change of the meeting place, time, and/or day.

2. When completing the CAPF 27, be sure to identify the actions being requested. **Type or print legibly.** The unit commander **does not** sign the Form 27 unless he is requesting activation of a new unit. CAPM 20-1 and CAPR 20-3, contain additional information concerning organizational actions. Units should retain previous copies of CAPF 27s submitted for a period of two years. At that time, the old CAPF 27s should be transferred to the unit historian.

(a) Procedures.

- (1) Complete the CAPF 27 as follows and submit to Headquarters COWG/DP.
- (2) Complete the blocks at the top of the form, except for the "Wing Control #".
- (3) Fill in unit name,
- (4) Complete Section I and any of blocks 1 through 7 on the right side of the form that are being changed.

- (5) **DO NOT** complete blocks 8 and 9.
- (6) If the change involves a new commander, the group commander is responsible for the submittal of the following mandatory reports within 30 days after the change of command.
 - a An inventory of unit property **MUST** be completed and signed by **BOTH** the outgoing and incoming commanders.
 - b An interim financial report **MUST** be completed and signed by **BOTH** the outgoing and incoming commanders. The interim financial report will include a reconciliation of the unit bank account.
- (a) A copy of the approved CAPF 27 will be returned to the unit and the group headquarters.
- (b) Units should maintain a chronological file of all CAPF 27s submitted. The last CAPF 27 should be reviewed to ensure that the current one being submitted will include all necessary changes.
- e. **Wing Processing of CAPF 27.** When the CAPF 27 reaches Wing Headquarters, the following actions will be accomplished.
 - 1. The Personnel Officer will review the CAPF 27 for the following:
 - (a) Ensure accuracy.
 - (b) Log CAPF 27 in and assign an action number
 - (c) Acquire the Commander's signature
 - (d) Forward applicable forms to National
 - (e) Return signed copies to Group and Unit.
 - (f) Provide signed copy to Director of Administration
 - 2. The Director of Administration will:
 - (a) Review the CAPF 27
 - (b) Enter applicable data into the monthly Personnel Authorization.
 - (c) Update the Unit Listing if applicable.
 - (d) File a copy of the CAPF 27 in the wing files.

NOTE: Sending a message to wing will not correct any of the preceding information at National Headquarters. Changes to the CAPWATCH database is only managed by submitting a CAPF 27.

1-6 FUND RAISING ACTIVITIES (Reference CAPR 173-4) Group and Squadron

Commanders are responsible for maintaining control over CAP fund raising activities within their units. All commanders involved should abide by local laws which may have particular provisions regarding charitable solicitations. Senior members engaged in solicitation must have a current photographic identification and a current CAP ID Card on their person at the time of solicitation. If cadets are utilized, one senior member who possesses the necessary identification, **MUST** be present. No suggestion or inference will be made that the Air Force is involved in the fund raising activity.

NOTE: All Units must obtain prior written permission, from the Wing Commander, to conduct a fund raising activity IAW with CAPR 173-4.